

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 8 DECEMBER 2006**

I. CEFMS:

A. We modified the delinquent receivable process (Screen 9.16- Delinquent Receivable Actions) to allow the write-off an appropriation refund bill. This change incorporated the modifications necessary for the FY06 redesign of appropriation refund bills and required new general ledger correlations. A change was also made to remove the edit that prevented the write-off of an appropriation refund bill generated from the travel settlement process where the bill is not linked to a prepaid travel advance. The write-off of these bills requires an electronic signature card to resign the travel settlement records.

B. We are modifying the appropriation refund process (Screen 9.12 - Appropriation Refund Billings Create/View) to remove the edit that prevents an adjustment of bills generated from the travel settlement process when the bill is not linked to a travel advance. Adjustments to these bills will require an electronic signature card to resign the travel settlement records.

C. We are modifying the certified collection process (Screen 8.6 - Collection Voucher Certification) for the new process for prepaid travel advances.

D. We completed testing on the Contract Disbursing Program to properly update the general ledger accounts for a commitment transaction generated by a Prompt Pay Interest Payment. This was only when the contract is funded by prior year expired funds. (1% money)

E. We have tested and moved to the field the Credit Card Disbursing Program. Modifications were made for the Public Key Infrastructure (PKI) functionality.

F. In conjunction with the change to post travel advances to funding cited on the travel order in lieu of the Disbursing Officer's account, we are developing a process for prepaid disbursements in CEFMS. We have determined where changes will be necessary, and we have developed new computations, edits and updates in obligation, travel, disbursing and collection processes. New general ledger correlations have been developed and created. Triggers have been modified for computing maximum de-obligation amounts and unliquidated balances. We have coordinated with teams on obligations, disbursing, bill and collect.

We have changed the process for recouping prepaid disbursement (travel advance) when travel is canceled and the process for creating appropriation refund billing where prepaid amount exceeds the total entitlement. We have processed test data and tested for these scenarios in travel and travel disbursing. We have also processed data for testing in the e-bill and collect area.

G. We continued work on updating CEFMS screens in an effort to make these forms more user friendly. We are currently working on Create Travel Order to include travel itinerary, travel funding, travel remarks and travel reimbursable costs.

H. We changed the functionality of executing the Master Employee Record (MER) interface (one of the two USACE personnel interfaces). We created a new screen and procedure where the user only has to enter the correct password and select a transfer option that causes the MER input file to be transferred and loaded and then used in the interface. Previously, the user had to access the file from cpc25 and follow a series of instructions just to transfer the file, and then log back into CEFMS to execute the interface.

I. We changed the Prior Period Correction Screen to allow entry of a payroll remark even if no change to the time and attendance transaction was made.

J. We corrected the inability to certify a foreign currency collection voucher. This certification problem occurred because the previous code was checking against the null-valued advance account within the fluctuation line. We made the correction to check against the billed advance account associated with the collection item instead of the fluctuation line.

K. We conducted a four-day training class in Huntsville, AL on CEFMS cost sharing functionality for USACE activities. The training was attended by 11 personnel. Emphasis was placed on how to close cost share projects which have been completed but not closed in CEFMS. USACE currently has over a 1000 cost share projects which have been completed but not closed in CEFMS.

L. We currently have three personnel in Washington supporting the PriceWaterhouse Coopers (PwC) audit of USACE. They have been there the last two weeks.

M. We developed and released an addition to the labor and payroll module for retrieval and display of the Defense Civilian Pay System (DCPS) Unpaid Accrued Leave Liability data in CEFMS. Currently, this process is external to CEFMS and extensive manual effort is required

to reconcile the DCPS Unpaid Leave Liability with the general ledger balances and CEFMS accounts. The CEFMS On-line Users Manual, In-house Labor, DCPS Unpaid Accrued Leave Liability, has been added and is available on the website.

N. On 14 Nov 06, UFC Disbursing personnel reported that they had \$995 too much money in their EFT File Total. They suspected a CEFMS programming change had caused the problem. Upon research, we determined that one of their users had changed a print flag on a payment from 07 Nov 06. This was an attempt to have the check register information update from the disbursing database back to the home database. It caused the payment to be considered as a current day payment. We updated this information; this required them to start the EFT file over to get the correct grand total.

O. We tested the Process Credit Card Disbursing Program for several changes. During the last year, there have been numerous cases where the electronic signature fields were null, even though the documents were signed by the credit card approver. We made changes to null out the voucher certification fields if an esig error 163 is encountered. This will allow the approver to recertify it without a CEFMS change. We also made added a line on the error log if a credit card payment is processed without an assigned check number. There have been 70 instances of this in the last year.

P. We researched several contract payments where UFC Disbursing personnel thought that the payments were made in an incorrect currency. We traced the payments back to the contract line items and related funding accounts. The payments were for Republic of Korea (ROK) and were the correct currency. We did notice that the payment address that was used for these payments was not the one used in the previous payments on this contract. The payments were held at the UFC until the activity could advise on the correct payment address.

Q. From 30 Oct-8 Nov 07, we assisted the UFC Travel Division and the DFAS Integrated Automated Travel System (IATS) PMO in the implementation of WinIATS release 6.0.7 Systems Acceptance Test (SAT). We confirmed that the changes requested by USACE in this release were working properly. Two problems addressed were: (1) subsequent supplemental vouchers were computed incorrectly when following a supplemental that generated a bill and (2) full per diem was being paid for 2-day TDY trips (1 night trip). We processed vouchers during the SAT with these conditions. All computations were correct. The SAT was conducted with little impact on daily workflow within the Travel Division.

R. We are continuing work on the prepaid disbursement process for travel advances. This period, we have coordinated with other functional areas to identify database changes required, and created new general ledger correlations. We have also mapped processes to disburse the advance, and to create and collect bills in connection with the prepaid advance. We will add the functionality to adjust bill amounts and write off bills in this new process. These are functions not available for travel bills in the current environment.

S. We discovered that users are able to tab through the funding work item without an entry when entering the funding for a travel order. Users then get stuck on work_cat_code and have to exit CEFMS to get out of the screen. We have made changes to the Travel Order Funding Screen to prevent this and to make the form more user friendly.

T. We added functionality to the reorganization process so that the creation of a lockout password will automatically deactivate the local database CRON job schedule. The final closeout step will automatically reactivate the schedule.

U. We modified our Euro EFT File that is sent to the Euro Real Time Gross Settlement (RTGS) system to eliminate the Finance Center's manual effort of balancing the Euro payments prior to transmitting to BankAmerica.

V. We developed a new Cost Share Completion Detail (CSCD) Screen which complements the Cost Share Completion Summary (CSCS) Report. The CSCS Report provides a number count of the Non-Federal Cost Share Control (NFCSC) Records in five categories. The CSCD Screen identifies the specific NFCSC Records which are included in the CSCS Report number count in each of the five categories. The most important use of the new screen is to identify the specific NFCSC Records which are either fiscally complete or physically complete and need to be closed out. The new screen should assist in identifying and closing out completed cost share projects. The 20 Nov 06 HQUSACE CSCS Report identifies 1,019 (71 fiscally complete + 948 physically complete) cost share projects which are fiscally or physically complete and need to be closed out.

W. We monitored the cost share automated withdrawal program. For 14 Nov 06, the program withdrew \$37 million from sponsor advance accounts and \$2 million from sponsor work-in-kind accounts for 993 sponsors. The program also closed three cost share projects. The Cost Share Automated Withdrawal Report provides this information by Field Operating Activity (FOA).

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	803	791
Priority #1 Problems	100	96

We received 109 new problem reports and completed 97 problem reports.

B. Database Imbalances on our 59 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	54	55
One	2	1
Two	1	2
Three	1	0
Five	1	0
Six	0	1

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	211
HUNTSVILLE:	25
USACE HQ:	1
TOTAL:	237

B. DISBURSING WORKLOAD DATA

PAYMENT	CURRENT MONTH	YEAR TO DATE
	Dec 01-05	Oct 01-Dec 05

CHECKS:

CHECKS ISSUED	1,445	16,887
PERCENT OF TOTAL	7%	8%
DOLLAR AMOUNT	\$23,050,755	\$193,381,512

EFT:

TRANSFERS MADE	11,070	113,587
PERCENT OF TOTAL	93%	92%
DOLLAR AMOUNT	\$379,081,084	\$3,979,508,996

*percentages adjusted for utility checks which do not have to participate in EFT

IV. OTHER UFC ISSUES:

A. The CFO/Civil Reports Division worked with several PwC auditors to provide documentation, reconciliations and explanations of our processes for reporting and financial statement compilation for year-end FY 2006 and FY 2005. We provided information for reconciling Fund Balance with Treasury, Balance Sheet, Statement of Budgetary Resources, Statement of Net Cost, Statement of Financing, FMS 2108 Yearend Closing Statement, SF133 Status of Budgetary Resources, earmarked funds checklist, CEEMIS generated import sheet, and the CEEMIS crosswalk table that produces the import sheet.

B. We coordinated with the U.S. Treasury Bureau of Public Debt to obtain information for PwC auditors on the market value of investments for the trust funds (Inland Waterway 9620X8861; Coastal Wetland 96X8333; Harbor Maintenance 9620X8863; South Dakota Terrestrial Habitat Restoration 96X8217). Investment activity is managed by Bureau of Public Debt.

C. We provided documentation for warrants and non-expenditure transfers to DoDIG auditors for their project on validating the "Appropriations Received" line on the Department-wide Statement of Budgetary Resources.

D. We are working with the CEEMIS team to improve the processes for reconciling data and assigning trading partner entity codes for revenue and expense transactions.

E. We provided intra-governmental payable and expense data files from 4th Quarter FY 2006 to the HQUSACE Internal Review Office for them to sample and validate. This process is required by Office of Undersecretary of Defense (Comptroller) (OUSD-C) to maintain our status as a DoD waived entity.

F. The Division Chief of CFO/Civil Reports attended a meeting in Falls Church, Virginia on risk assessment on the various processes that impact Fund Balance with Treasury. The meeting was hosted by OUSD-C. Processes outlined in the meeting were receipt of appropriation warrants, IPAC collections, civilian pay and vendor pay. The risk assessment is in preparation for the Federal Managers' Financial Integrity Act statement of assurance on internal control over financial reporting.

G. Due to the high visibility of payments being made in Iraq, the Finance Center is conducting an additional audit of monthly payments with emphasis on any improper Iraqi payments. The audit of the Gulf

Region Division database payments consists of every 15th commercial payment greater than or equal to \$500,000. The Office of the Under Secretary of Defense (OUSD), Comptroller requested that the results of the audit be provided to them. They will provide the audit results to the Office of Management and Budget (OMB) as updates to the erroneous payment information submitted as a part of the DoD Performance and Accountability Report (PAR). For October 06, there were 133 payments meeting the \$500,000 threshold. Eight of these were identified for audit. Hard copy invoices and receiving reports were reviewed and compared against the purchase request, obligation, receiving, invoice and disbursing data in CEFMS database. No erroneous payments were noted.

H. The UFC Travel Division is processing PCS travel vouchers received on 4 Dec 06.

I. We are near completion of several projects to enhance the security and appearance of the UFC facility. Contractors have installed an updated access control and camera monitoring system and replaced exterior doors to passageways. The door replacements provide greater security for personnel and government equipment, as well as reduce maintenance and utility costs. The access control and camera monitoring system upgrade will increase our ability to view and record 360 degrees of activity around the building, to include all parking lots. We are also working on a project to convert one of the storage areas into a meeting space. This space will replace an area that the new USACE Logistics Agency will occupy. We are also having selected office areas repainted.

J. A DA intern from the Little Rock District is here at the UFC to perform a 90-day rotational assignment. We will also have a Mobile District DA intern arriving in late January for a similar 90-day assignment. The experience here should provide a better understanding and appreciation of UFC operations.

K. We have completed two moves of complete offices and have two more moves planned in December. These moves are needed to make space available to the USACE Logistics Agency and will also provide for the realignments needed for implementation of the A-76 Most Efficient Organization (MEO).

L. In November, we advertised the SQL training that will be presented at the UFC this year. We have three sessions of basic and intermediate SQL training scheduled. We have received sufficient requests from USACE activities to fill all classes.

